### **OUTREACH NOTICE – Permanent Fire Jobs**



### **Boise National Forest**

Vacancy positions are available in: Boise, Nampa, Mountain Home, Idaho City, Garden Valley, Cascade and Lowman, Idaho Applications will be accepted starting November 2, 2015 and received no later than December 1, 2015 for best consideration.

Applicants are encouraged to update their profiles and resumes within USAJOBS every 60 days to ensure their application remains active.

The Boise National Forest is filling **permanent** fire positions. Several fire positions will be available on engines, handcrews, helitack, prevention, fuels, and dispatch. Wildland Firefighter Apprentices will also be selected during this hiring period.

Applicants must apply to specific Forest vacancy announcements which are posted at <u>USAJOBS</u> on an intermittent basis as they become open for application. The vacancy announcement numbers must be posted before applications can be made. Most announcements will only be open for a very limited time, so frequent checking of the USAJOB site is encouraged.

Prior to that, applicants can establish a personal profile on USAJOBS and request job updates.

Region 4 is using the centralized fire hire process for hiring permanent fire positions. The unique feature of this process is the ability to immediately backfill positions that have been vacated during the fire hiring process. See the list below of all currently vacant positions. Any fire position could become vacant during the hiring event and could immediately be filled during this time.

Wildland Firefighter Apprentices will also be selected during this round of hiring. Please visit the Wildland Firefighter Apprentice Program Web site for more information.

#### This outreach notice and hiring event is <u>NOT</u> for summer seasonal temporary positions.

Applications must be posted in USAJOBS no later than midnight December 1st, 2015 to be considered for Region 4 Fire Hire.

It is important that applicants understand, although a current position may not be vacant, it could become vacant and filled during the selection period. This is called the backfill process of fire hire. Interested individuals should apply to all positions and duty locations where they would be willing to accept a job offer, whether the position(s) are currently vacant or not.

During the selection week candidates will be given 4 hours to respond to voicemails or emails from the recommending officials. If they do not hear back they will move on to the next candidate and the candidates name will be withdrawn from the R4 Fire Hire.

Applicants must attach a copy of their IQSC Master Record or equivalent that will show they meet the IFPM requirements for the job. Applicants are encouraged to apply for multiple locations. But only locations they would accept a job at. You should apply for any position that you would be willing to accept even if it isn't vacant at the beginning of fire hire. The position could become vacant during hiring week and it will be filled in the backfill process at that time. To apply, go to USAJOBS. If you have questions, check out the HELP GUIDE and PAY CLOSE ATTENTION TO STEP 3.

#### The Process and Timeline

October - Outreach begins. Information is available on the Intermountain Region's website listing all vacant permanent fire vacancies and locations for the GS-0462-04 thru GS-0462-08.

November 2 - December 1, 2015 - Application deadline. Apply through USAJOBS, www.usajobs.gov. Applicants are encouraged to apply for multiple locations (where you will accept a position if offered), even if vacancies for certain locations are not listed as vacant, as vacancies may occur during the hiring process.

February 8 - 19, 2016 - Reference collection weeks. Applicants need to let their supervisors know they will be contacted by Fire Hire officials requesting reference checks for the applicants.

February 29, 2016 - Selection week. Representatives from each forest will make recommendations for hiring. Applicants selected will be notified by a Forest Service representative by phone. Applicants not selected should be notified by HRM via e-mail. It is highly recommended to be around your phone all during this week.

April 4, 2016 - First possible effective date (excluding drug testing, transfer of station, and less than Permanent Full Time appointments). Date can be negotiated with current supervisor and employee. Applicants are encouraged to update their profiles and resumes every 60 days to ensure their application remains active within USAJOBS.

Link to USA JOBS: **USAJOBS - The Federal Government's Official Jobs Site** 

Be sure to indicate the Duty Station city of the Ranger District where you have verified that openings will be filled this season as the location for consideration when applying in USA JOBS.

For additional information about the positions available, please contact the module leaders listed below. All outreach responses should be submitted to the Battalion Chiefs for the Unit the position is located.



## Intermountain Region (R4) Fire Hire Outreach Notice—Wildland Fire Positions GS-462-04 - GS-462-08



Opening: November 2, 2015 - Closing: December 1, 2015

#### **Region Wide**

Fire Hire Vacancies - Boise National Forest

While these are the current vacancies available in the Intermountain Region, please apply to any position and duty station in USAJOBS that you may be interested in as those positions may become vacant through the Fire Hire process. For further information or questions, please contact Matt Nielsen at 801-625-5403 or msnielsen@fs.fed.us

#### **Boise National Forest: 14-24 Vacancies - Potential Multiple Vacancies**

Regional Specialty	Regional Title	Announceme	ent Number	Pay	Series	Lowest Grad	e Target Grade	Tour of	Duty Duty Station	State
Boise										
APPRENTICE	APPRENTICE	16-FIRESPRING	-WFAP-345	GS	462	3	5	13	Boise	ID
		Supervisor:	Mike Towers	Phone:	435-3	73-4165	michaeltowers@fs	<u>.fed.us</u>		
Mountain Home:	5 Vacancies									
PREVENTION	Fire Prevention Tech	16-FIRESPRING	-PREV-567	GS	462	5	7	26	Mountain Home	e ID
		Supervisor:	Mike Brady	Phone:	208-5	87-7961	mtbrady@fs.fed.u	<u>S</u>		
ENG-413-SFEO	Supervisory Fire Engine Operator	16-FIRESPRING	-SFEO(H)-78	GS	462	7	8	18	Mountain Home	e ID
		Supervisor:	Mike Brady	Phone:	208-5	87-7953	mtbrady@fs.fed.u	<u>s</u>		
	Fire Engine Operator	16 FIRESDRING	FEO(H) 7		462			10	Mountain Home	 e ID
ENG-413-FEO	Fire Engine Operator	16-FIRESPRING- Supervisor:	Matt Ziegler	GS Phone:		, 587-7961	mziegler@fs.fed.u	18 <u>us</u>	Mountain Home	: 10

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#### Fire Hire Vacancies – Boise National Forest

Regional Title Icies	Announcement Number	Pay Series Lowest Grade	Target Grade Tour of Duty	Duty Station Sta	ate
Engine Squad Leader	16-FIRESPRING-AFEO-6  Supervisor: Matt Ziegler	GS 462 6 Phone: 208-587-7961	6 13 mziegler@fs.fed.us	Mountain Home II	ID
Engine Squad Leader	16-FIRESPRING-AFEO-6  Supervisor: Matt Ziegler	GS 462 6 Phone: 208-587-7961	6 13 mziegler@fs.fed.us	Mountain Home II	- ID
					•
Handcrew Supervisor	16-FIRESPRING-HCREW(H)-78  Supervisor: Rich Zimmerlee	GS 462 7 Phone: 208-392-3722	8 18 rgzimmerlee@fs.fed.us	Idaho City II	ID
Handcrew Squad Leader	16-FIRESPRING-HANDCREW-6  Supervisor: Quincy Chung	GS 462 6 Phone: 208-392-3720	6 13 <a href="mailto:quincypchung@fs.fed.us">quincypchung@fs.fed.us</a>	Idaho City II	ID
Handcrew Squad Leader	16-FIRESPRING-HANDCREW-6  Supervisor: Quincy Chung	GS 462 6 Phone: 208-392-3720	6 13 <a href="mailto:quincypchung@fs.fed.us">quincypchung@fs.fed.us</a>	Idaho City II	ID
IHC/HCREW Senior Firefighter	16-FIRESPRING-HANDCREW-45  Supervisor: Quincy Chung	GS 462 4 Phone: 208-392-3720	5 13 quincypchung@fs.fed.us	Idaho City II	ID
IHC Squad Leader	16-FIRESPRING-IHCSQLR-67  Supervisor: Brian Cardoza	GS 462 6 Phone: 208-392-6764	7 13 bcardoza@fs.fed.us	Idaho City II	ID
Fire Prevention Tech	16-FIRESPRING-PREV-567  Supervisor: Rich Zimmerlee	GS 462 5 Phone: 208-392-3721	7 13 rgzimmerlee@fs.fed.us	Idaho City II	ID
	Engine Squad Leader  Engine Squad Leader  Handcrew Supervisor  Handcrew Squad Leader  Handcrew Squad Leader  IHC/HCREW Senior Firefighter  IHC Squad Leader	Engine Squad Leader  Engine Squad Leader  Engine Squad Leader  Engine Squad Leader  16-FIRESPRING-AFEO-6 Supervisor:  Matt Ziegler  Handcrew Supervisor  16-FIRESPRING-HCREW(H)-78 Supervisor:  Rich Zimmerlee  Handcrew Squad Leader  16-FIRESPRING-HANDCREW-6 Supervisor:  Quincy Chung  Handcrew Squad Leader  16-FIRESPRING-HANDCREW-6 Supervisor:  Quincy Chung  IHC/HCREW Senior Firefighter  16-FIRESPRING-HANDCREW-45 Supervisor:  Quincy Chung  IHC Squad Leader  16-FIRESPRING-IHCSQLR-67 Supervisor:  Brian Cardoza  Fire Prevention Tech  16-FIRESPRING-PREV-567	Engine Squad Leader  16-FIRESPRING-AFEO-6 Supervisor: Matt Ziegler  Phone: 208-587-7961  Engine Squad Leader  16-FIRESPRING-AFEO-6 Supervisor: Matt Ziegler  Phone: 208-587-7961  Handcrew Supervisor  16-FIRESPRING-HCREW(H)-78 Supervisor: Rich Zimmerlee  Phone: 208-392-3722  Handcrew Squad Leader  16-FIRESPRING-HANDCREW-6 Supervisor: Quincy Chung  Phone: 208-392-3720  Handcrew Squad Leader  16-FIRESPRING-HANDCREW-6 Supervisor: Quincy Chung  Phone: 208-392-3720  IHC/HCREW Senior Firefighter  16-FIRESPRING-HANDCREW-45 Supervisor: Quincy Chung  Phone: 208-392-3720  IHC Squad Leader  16-FIRESPRING-HANDCREW-45 Supervisor: Quincy Chung  Phone: 208-392-3720  IHC Squad Leader  16-FIRESPRING-IHCSQLR-67 Supervisor: Brian Cardoza Phone: 208-392-6764	Engine Squad Leader 16-FIRESPRING-AFEO-6 GS 462 6 6 13  Engine Squad Leader 16-FIRESPRING-AFEO-6 GS 462 6 6 13  Engine Squad Leader 16-FIRESPRING-AFEO-6 GS 462 6 6 13  Matt Ziegler Phone: 208-587-7961 mziegler@fs.fed.us  Handcrew Supervisor: Matt Ziegler Phone: 208-587-7961 mziegler@fs.fed.us  Handcrew Supervisor: Rich Zimmerlee Phone: 208-392-3722 rgzimmerlee@fs.fed.us  Handcrew Squad Leader 16-FIRESPRING-HANDCREW-6 GS 462 6 6 13  Supervisor: Quincy Chung Phone: 208-392-3720 guincypchung@fs.fed.us  Handcrew Squad Leader 16-FIRESPRING-HANDCREW-6 GS 462 6 6 13  Supervisor: Quincy Chung Phone: 208-392-3720 guincypchung@fs.fed.us  IHC/HCREW Senior Firefighter 16-FIRESPRING-HANDCREW-45 GS 462 4 5 13  Supervisor: Quincy Chung Phone: 208-392-3720 guincypchung@fs.fed.us  IHC Squad Leader 16-FIRESPRING-HANDCREW-45 GS 462 4 5 13  Supervisor: Quincy Chung Phone: 208-392-3720 guincypchung@fs.fed.us  Fire Prevention Tech 16-FIRESPRING-PREV-567 GS 462 5 7 13	Engine Squad Leader 16-FIRESPRING-AFEO-6 GS 462 6 6 13 Mountain Home Indicates Supervisor: Matt Ziegler Phone: 208-587-7961 mziegler@fs.fed.us  Engine Squad Leader 16-FIRESPRING-AFEO-6 GS 462 6 6 13 Mountain Home Indicates Supervisor: Matt Ziegler Phone: 208-587-7961 mziegler@fs.fed.us  Handcrew Supervisor: Matt Ziegler Phone: 208-587-7961 mziegler@fs.fed.us  Handcrew Supervisor: Rich Zimmerlee Phone: 208-392-3722 rgzimmerlee@fs.fed.us  Handcrew Squad Leader 16-FIRESPRING-HANDCREW-6 GS 462 6 6 13 Idaho City Indicates Supervisor: Quincy Chung Phone: 208-392-3720 guincypchung@fs.fed.us  Handcrew Squad Leader 16-FIRESPRING-HANDCREW-6 GS 462 6 6 13 Idaho City Indicates Supervisor: Quincy Chung Phone: 208-392-3720 guincypchung@fs.fed.us  IHC/HCREW Senior Firefighter 16-FIRESPRING-HANDCREW-45 GS 462 4 5 13 Idaho City Indicates Supervisor: Quincy Chung Phone: 208-392-3720 guincypchung@fs.fed.us  IHC Squad Leader 16-FIRESPRING-HANDCREW-45 GS 462 6 7 13 Idaho City Indicates Supervisor: Quincy Chung Phone: 208-392-3720 guincypchung@fs.fed.us  IHC Squad Leader 16-FIRESPRING-HANDCREW-45 GS 462 6 7 13 Idaho City Indicates Supervisor: Brian Cardoza Phone: 208-392-6764 bcardoza@fs.fed.us

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Fire Hire Vacancies – Bois Regional Specialty	se National Forest Regional Title	Announcement Number	Pay Series Lowest Grade	Target Grade Tour of Duty	Duty Station State
Cascade: 2 Vacancies HANDCREW-SQDL	Handcrew Squad Leader	16-FIRESPRING-HANDCREW-6  Supervisor: Patrick Morgan	GS 462 6 Phone: 208-382-7456	6 13 pmorgan@fs.fed.us	Cascade ID
ENG-441-SFEO	Supervisory Fire Engine Operator	16-FIRESPRING-SFEO(H)-78	GS 462 7	8 18	Cascade ID
06 Emmett: 1 Vacancy		Supervisor: Michael Theison	Phone: 208-382-7443	pmorgan@fs.fed.us	
IHC-SQDLR	IHC Squad Leader	16-FIRESPRING-IHCSQLR-67  Supervisor: Deon Berner	GS 462 Phone: 208-462-3241	6 7 13 dberner@fs.fed.us	Garden Valley ID

For additional information contact a Supervisor or Battalion Chief listed below.

	CLIDED VICOD		
CREW TYPE	SUPERVISOR	PHONE	STATION
Boise Interagency Dispatch	Jill Leguineche	208-384-3380	Boise
Lucky Peak Helitack	Jeremy Schwandt	208-373-4278	Boise
Garden Valley Helitack	Tom Moxham	208-462-3241 x7917	Garden Valley
Handcrew 3	Quincy Chung	208-392-3720 208- 859-2704 cell	Idaho City
Handcrew 41	Patrick Morgan	208-382-7456	Cascade
Handcrew 5	Aaron Bell	208-259-3361 x7540	Lowman
Handcrew 8	Mike Towers	541-848-8431 cell	Boise
Idaho City Hotshots	Brian Cardoza	208-392-6764	Idaho City
Boise Hotshots	Deon Berner	208-462-3241 x 7916 208-866-2419 cell	Garden Valley
Engine 411	Joel Welch	208-861-0437 cell	Mountain Home
Engine 421	Rob Smolczynski	208-373-4414 208-859-9586 (c)	Lucky Peak
Engine 431	Quincy Chung	208-392-3720	Idaho City
Engine 451	Colter Stewart	208-259-3361 x7565	Lowman
Engine 461	Jason Sandusky	208-462-3241 x7905	Garden Valley
Engine 441	Patrick Morgan	208-382-7456	Cascade
Dattalia - Chiaf 4	NA. 11. 7'	200 507 7064	NA salata Harra
Battalion Chief 1	Matt Ziegler	208-587-7961	Mountain Home
Battalion Chief 3	Quincy Chung	208-392-3720	Idaho City
Battalion Chief 4	Patrick Morgan	208-382-7456	Cascade
Battalion Chief 5	Colin Good	208-259-3361	Lowman
Battalion Chief 6	Jason Sandusky	208-462-3241 x7905	Garden Valley
DIVS - 5 Chief 5	Jason Butler	208-259-3361 x7541	Lowman

## **Battalion Chief Contact Information by Unit:**

Submit your Outreach Response forms to the following individuals. Please indicate the position title you are interested in on your outreach form.

Unit	<b>Battalion Chief</b>	Phone	Email
<b>Mountain Home</b>	Matt Ziegler	208-587-7961	mziegler@fs.fed.us
Ranger District			
<b>Idaho City Ranger</b>	Quincy Chung	208-392-3720	quincypchung@fs.fed.us
District		208-859-2704 (c)	
Cascade Ranger	Datrick Margan	208-382-7456	nmorgan@fs fod us
District	Patrick Morgan		pmorgan@fs.fed.us
Lowman Ranger	Colin Good	208-259-3361	cgood@fs.fed.us
District		x7561	
<b>Emmett Ranger</b>	Jason Sandusky	208-462-3241	jsandusky@fs.fed.us
District		x7905	
<b>Forest Supervisors</b>	Mike Towers	208-373-4165	michaelltowers@fs.fed.us
Office - Centennial			
Job Corps			
<b>Forest Supervisors</b>	Dispatch Center	208-384-3380	jleguineche@fs.fed.us
Office - Boise	Manager		
Dispatch	Jill Leguineche		
<b>District Fire</b>	Jason Butler	208-259-3361	jcbutler@fs.fed.us
Management		x 7541	
Officer			



#### Boise, Idaho

Boise is a full-service community. The Boise metropolitan area's economy is strong with many dual career opportunities, including a wide variety of federal agencies within easy driving distance, and many private sector job opportunities. The cost of living is slightly below the national average, though real-estate has been steadily increasing in the last few years. There are several institutions of higher learning in the area, including Boise State University. Health care facilities and churches are widely available. Entertainment opportunities abound in Boise and the metropolitan area, with a wide array of restaurants, dinner theaters, museums, and sports-and-music venues. Additional information can be found on the Boise Chamber of Commerce website: <a href="http://www.boisechamber.org/relo/index.htm">http://www.boisechamber.org/relo/index.htm</a>

#### **WEBSITES TO VISIT THE BOISE AREA:**

http://www.cityofboise.org/ http://www.cityofnampa.us/ http://www.thecityofboise.com/ http://www.city-data.com/ www.emmettidaho.com

#### Nampa, Idaho

Nampa is the largest and the fastest growing city in Canyon County, Idaho, USA. The population of Nampa was 97,557 at the 2010 census the second largest city in Idaho. Nampa is located about 20 miles west of Boise along Interstate 84, and six miles west of Meridian. Located in Southwest Idaho, Nampa is a short distance from skiing, rafting and fishing. There are several institutions of higher learning in the area, including Boise State University. Health care facilities, churches, and entertainment opportunities are widely available. Additional information can be found on the Nampa Chamber of Commerce website:

http://www.nampa.com/

#### Mountain Home, Idaho

The Mountain Home Ranger District office is located in Mountain Home, ID, approximately 45 miles east of Boise along Interstate 84. Mountain Home is a full-service community supporting outlying areas and the Mountain Home Air Force Base. Summer and fall months are typically warm and dry, with daily highs averaging between 85 to 95 degrees, and nightly lows from 40 to 55 degrees. The climate in the winter is typical of the high desert, with low temperatures averaging between 20 and 30 degrees with occasional sub-zero overnight readings.

#### **Idaho City, Idaho**

Located 40 miles to the east of Boise, Idaho City is a quaint, historic mountain community of approximately 400. Idaho City is the county seat of Boise County with tourism and timber as the primary industries. Idaho City is not a full service community, but does offer the following services on a year round basis: one small grocery store and many small shops along Main Street with preserved historic buildings from the mining era of the 1860's. Boise offers the services and amenities of the largest city in Idaho. Many District employees commute from Boise daily. The population of Boise is approximately 170,000, with an additional 230,000 in the surrounding metropolitan area. An international airport, shopping, colleges, and universities, and a variety of cultural and sporting events are readily accessible and available.

#### Cascade, Idaho

The Cascade Ranger District is the northernmost District on the Boise National Forest. Encompassing over 400,000 acres, the District offers a diverse resource management program including recreation, wildlife, fisheries, forest and range management, and watershed management. The small town of Cascade is nestled in the mountains of central Idaho approximately 75 miles north of Boise on Highway 55. It is located in Long Valley between the North Fork of the Payette River (known for its world-class kayaking) and Cascade Lake (one of the top fisheries in Idaho). The Cascade Ranger District offers abundant and diverse year-round outdoor sports and recreation opportunities. Duty stations may include Cascade Ranger Station or a remote station at Landmark 25 miles east of Cascade.

#### Lowman, Idaho

Located 75 miles north of the Idaho state capital in Boise, is a small mountain community that has grown up along 12 miles of the South Fork of the Payette River. Duty stations may include the ranger district office or a remote station at Elk Creek in Bear Valley. Recreation opportunities abound. Depending on the season, you may camp, hike, ride for miles on horseback, bike, motorcycle, or ATV on beautiful trails; fish, hunt, cross-country ski, or snowmobile. The South Fork of the Payette River is considered one of the premier kayaking and rafting waters in the country and the district shares borders with both the Sawtooth SNRA and the Frank Church River of No return Wilderness. After a hard day of work or play there are numerous hot springs to soak in. Approximately 200 year round residents live in the community and the summer population swells with visitors.

#### Emmett, Idaho

Emmett, Idaho is a full service community located in Southwest Idaho along the Payette River at the junction of Idaho Highways 16 and 52. The city has a population of about 5,500 and is the seat of Gem County (population 16,000). Duty stations may include the Emmett District Office or the Garden Valley Ranger Station Smaller towns nearby in Gem County are Letha, Sweet and Ola. Boise, in Ada County, is about 35 miles southeast of Emmett. Emmett sits at 2,373 feet in elevation and enjoys a four-season climate. Average July maximum temperature is 95 F, and January's average low is 16 F. Average annual precipitation is 13.26 inches. The elevation of Gem county ranges from 2,260 feet to 7,865 feet, with cooler summers and snowy winter weather at the higher elevations. Some rentals are available in Emmett. The real estate market offers older and newer homes for sale as well as vacant land from city size lots to large acreages available. A full range of housing choices is also available in the Greater Boise area.

#### Garden Valley, Idaho

Garden Valley is a valley nestled between the confluence of the Middle Fork Payette River and South Fork Payette River surrounded by mountains covered with pine, fir, aspen, alder and other varieties of trees and shrubs. The valley has two small settlements, Crouch and Garden Valley. The entire population of the area is approximately 2000. The elevation is approximately 3,800 feet, there are four distinct seasons. It is 52 miles from Boise (Idaho's capital) an approximate one hour drive on two lane paved highway.

There is a medical clinic with a full time Physician to handle most checkups, minor injuries or Illness. In case of emergency, there is a life flight helicopter pad at the clinic and ambulance service as well. The school covers grades kindergarten through 12 and a preschool for special education programs. There are two mercantile stores that carry food items, camping, fishing and hunting supplies, a hardware store, several restaurants, and a post office. There is a credit union in GV. Government housing may be available.

## **Boise National Forest OUTREACH RESPONSE FORM**

## Please Respond by December 1, 2015

Complete this form and send electronically to Supervisor listed for the position.

NAME:
EMAIL ADDRESS:
MAILING ADDRESS:
TELEPHONE NUMBER:
AGENCY EMPLOYED WITH:USFSBLMOTHER
TYPE OF APPOINTMENT:PERMANENTTEMPORARYTERMVRAPWDOTHER
CURRENT REGION/FOREST/DISTRICT:
CURRENT SERIES AND GRADE:
CURRENT POSITION TITLE:
POSITION TITLE YOU ARE INTERESTED IN:
PLEASE BRIEFLY DESCIBE YOUR QUALIFICATIONS/INTEREST FOR THIS POSITION;
IF NOT A CURRENT PERMANENT (CAREER OR CAREER CONDITIONAL) EMPLOYEE, ARE YOU ELIGIBLE TO BE HIRED UNDER ANY OF THE FOLLOWING SPECIAL AUTHORITIES:
PERSON WITH DISABILITIES  VETERANS READJUSTMENT  DISABLED VETERANS W/30% COMPENSABLE DISABILITY  VETERANS EMPLOYMENT OPPORTUNITIES ACT OF 1998  FORMER PEACE CORPS VOLUNTEER  STUDENT CAREER EXPERIENCE PROGRAM  OTHER

Thank you for your interest in our job opportunity!



# For specific information pertaining to the job vacancies, please e-mail contacts listed for positions:

#### **HOW TO APPLY:** go to USAJOBS

**Step 1**—Create a USAJOBS account (if you do not already have one). It is recommended that as part of your profile you set up automatic email notification to be informed when the status of your application changes. If you choose not to set up this automatic notification, you will need to log into your USAJOBS account to check on the status of your application.

**Step 2** — Create a resume with USAJOBS or upload a resume into your USAJOBS account profile. You may want to customize your resume to ensure it accurately depicts your duties and accomplishments as they pertain to the position for which you're applying. Include accurate information about the length of time you performed such duties as it is a key factor in determining whether or not you qualify for a specific grade. In addition, your resume must support your responses to the online questionnaire (you may preview the online questionnaire by clicking on the link at the end of the "How You Will Be Evaluated" section of the job announcement.

**Step 3** — Search for the job announcement number or simply click on the provided hyperlink. Please read the entire announcement and all the instructions before you begin. Click "Apply Online" and follow the prompts to complete the "Occupational Questionnaire" and attach any additional documents that may be required. Make sure you select the duty location for the job.

You may update your application or documents anytime while the announcement is open. Simply log into your USA-JOBS account and click on "Application Status." Click on the position title, and then select "Update Application" to continue.

If you need assistance with navigating through the USAJOBS website, please visit: <a href="https://help.usajobs.gov/index.php/Main\_Page">https://help.usajobs.gov/index.php/Main\_Page</a>

And to learn more about the Boise National Forest, go to <a href="http://www.fs.usda.gov/boise">http://www.fs.usda.gov/boise</a>

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